How to Submit Proposed Documents in Maricopa County Superior Court

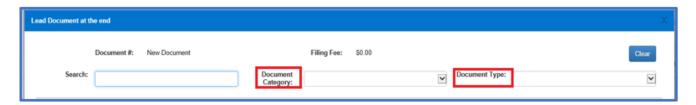
Submitting a 'Proposed Order' or 'Proposed Judgment' as a connected (supporting) document

Allowed formats: docx, odt

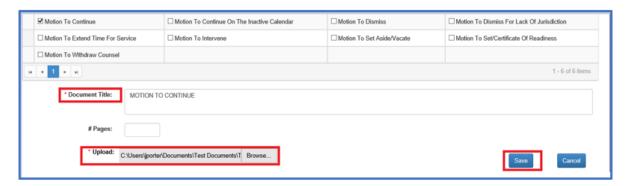
1. On the 'Documents' tab, click the 'Add Lead' link.



- 2. Add your main / lead document.
 - a. Select the 'Document Category' and 'Document Type' that best describes your lead document



b. Attach your lead document

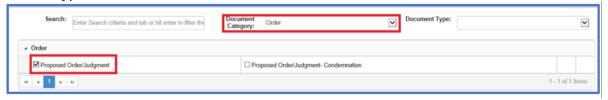


- A. Enter the document title without special characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button.

- 3. Add your proposed document as a Connected document
 - a. Click the 'Add Connected' link under the lead document



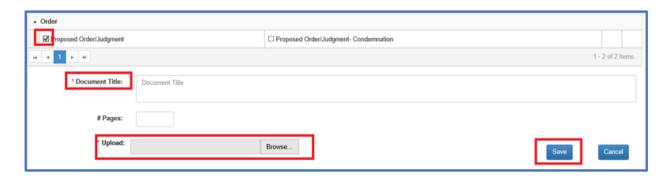
b. Select 'Order' as the 'Document Category' and 'Proposed Order/Judgement' as the Document Type



• Unless you are filing into an Eminent Domain case, do **NOT** select *Proposed Order/Judgment – Condemnation (Supporting)*

Proposed Orders/Judgments of Condemnation & Proposed Orders of Immediate Possession in **Eminent Domain** cases

The *Proposed Order/Judgment – Condemnation (Supporting)* option should only be used when filing into Eminent Domain cases. This option allows the specific types of proposed orders normally filed in Eminent Domain cases to be filed as a PDF rather than in an editable format as required for all other types of Proposed Orders. This allows filers to include legal descriptions of property in their orders.



- A. Enter the document title without special characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button. The Add Connected Document window will automatically close.

a. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.



b. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:



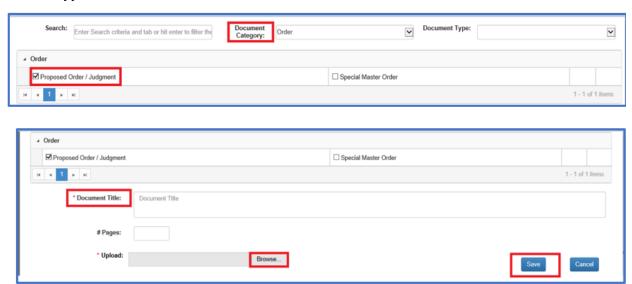
Submitting a Proposed Order or Proposed Judgment as a main/lead document

Allowed formats: doc, docx

1. On the 'Documents' tab, click the 'Add Lead' link



- 2. Add your main / lead document.
 - a. Select 'Order' as the 'Document Category' and 'Proposed Order/Judgement' as the 'Document Type'.



- A. Enter the document title without special characters.
- B. Press the "Browse" button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button. The Add Lead Document window will automatically close.
- b. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.



c. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

